

INDUCTION

Thank you for using Newick Village Hall. The Management Committee want your event to be successful, but should there be a problem with the fabric or fittings within the building, then this could be inconvenient. To avoid this happening, we would like you to have an understanding of the following and what to do in the event of a malfunction.

ENTERING THE BUILDING - Via the green door at the Uckfield end of the hall. The Caretaker will issue the entrance key plus two others.

The light switches for the small committee room are behind the door on entry. There are two toilets located in this room and stairs leading up to a first floor committee room behind the door on the left. This door is normally kept locked; the key for this door is one of the two additional keys supplied. The third key is for control of the disable access doors at the front of the premises – the Caretaker will demonstrate their use.

On crossing the stage wings, located on the wall on the left as you cross, are the light switches for the main hall and stage – the Caretaker will demonstrate how to use these.

KITCHEN

First Aid - the First Aid box is located in a drawer labelled **First Aid** – the accident book is also located in this drawer. In the event of accident, please complete the Accident Book and notify the Caretaker. The Caretaker will then inform the Hall Trustee

Fridges – both fridges are equipped with thermometers – ensure you store food at the correct temperature (see recommended temperatures on the back of your booking form). Do not switch fridges off after use and do not attempt to move the fridges

Water Boiler - operating switch mounted on wall – please take care when using

Hygiene – ensure you leave the kitchen clean and tidy for the next user

Ovens - operating manuals are in the drawer marked First Aid

STORE ROOM – you will find various cleaning tools

STOP COCK – this is located in the first floor Committee Room almost under the window and labelled Stop Cock

MAIN DOORS – The automatic access disabled doors should be switched off at the end of the hire.

FUSE BOXES – should the fuses blow you need to reset the trip switch located in the first floor committee room and marked with red stars. There is also a trip switch on the wall as you cross the stage. The new entrance and toilets also has a fuse box in the store room. Instruction will be given

FIRE – be aware of fire exits, location of extinguishers and evacuation process

BREAKAGES – please report any breakages to the Caretaker

CEILING AIR VENTS – DO NOT open or close the air vents – the Caretaker will do this

LEAVING THE BUILDING

Ensure that the building is left clean, sweep the floor and remove any rubbish
 Please re-cycle as much rubbish as can be recycled
 Check all windows and exits are secure
 Turn off all lights

Security lighting to the rear of the hall and by the key entrance. The main outside lights are controlled by a single switch that is in the lobby by the kitchen to the side of the double doors. For normal operation switching this switch on puts the lights ON, and switching it off puts them OFF. When you leave the hall during darkness there is a timer facility that allows the outside lights in the car park to remain on for a period of time about 10 minutes. With the lights ON, to activate the timer, simply toggle the switch OFF-ON-OFF within a few seconds, and the lights will be in automatic switch- off mode.

Any problems - please telephone the **Caretaker - Steve Courtman** 01825 721085 or mob 07976 809078.

Hall Map

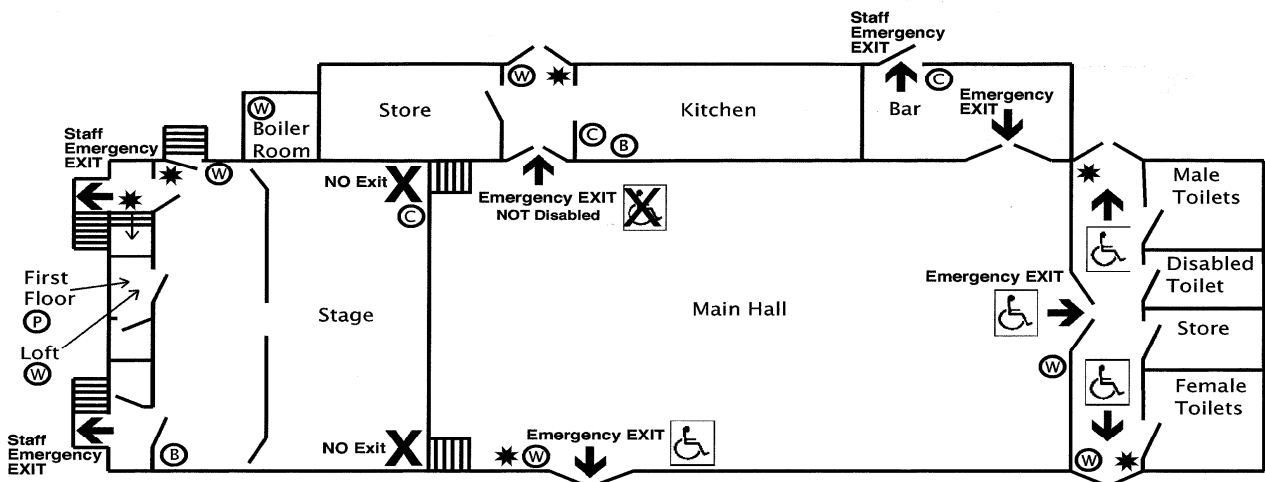


Diagram Key

- (B) Fire Blanket
- (W) Water Extinguisher
- (C) CO2 Extinguisher
- (P) Powder Extinguisher
- * Alarm Call Point

Emergency Escape Plan

I confirm that I have been given full briefing on the use/processes listed above and understand what to do should there be a failure/problem; I confirm I understand the instruction given.

Name..... On behalf of.....
 Private Hire / Club / Society

Date

INDUCTION CHECK LIST -

Caretaker Steve Courtman 01825 721085 or 07976 809078

ENTRANCE		MAIN HALL		ENTRANCE HALL & TOILETS
Enter through top stage door - Keys		Fire Exits		Front door - operation
Light switch to back stage meeting room		Ceiling air vents – DO NOT TOUCH		Electric door operation - key
Door – locked – on right		Fire extinguishers		Light switches
		Radiator operation		Fire exit
UPSTAIRS MEETING ROOM		Exit Lights		Fire extinguishers
Light switch to room				Storage room & light
Back of building outside switch				Disabled toilet – baby changing mat
Fire exit		BAR		Fuse box
Electricity Board		Light switches		
Stop Cock		Fridge		
		Fire extinguisher		
BACK STAGE MEETING ROOM		Fire exit		
Toilets		Hot water (from kitchen)		
Fire Exit				
Fire extinguisher		KITCHEN		
Fire Blanket		Light switch		
		Fire extinguisher		
STAGE		Fire Blanket		
Main hall light switches		First aid kit		
Fire extinguisher		Accident book – notify Steve Courtman		
Curtain operation		Cooker operation		
Small tables and chairs		Tea Urn operation		
		Every day crockery		
KITCHEN LOBBY		Fridges		
Table storage & broom room		Independent fused power plugs		
Outside lights				
Fire exit				
Fire extinguisher				
ON LEAVING THE BUILDING		AT THE END OF THE HIRE PERIOD		EMERGENCY
All windows securely locked		Leave the Hall CLEAN & TIDY		Implement emergency plan
All doors securely locked		Tables cleaned and stacked away		Contact Caretaker Steve Courtman
All lights turned off		Chairs stacked away		
Disabled automatic doors turned off		BREAKAGES REPORTED TO THE CARETAKER		